

EAST FALLOWFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
October 27, 2015 Approved minutes
6:34 PM

Members Present

Joe Pomorski, Chairman
Steve Herzog, Vice Chairman
Charles Kilgore, Member
Mark Toth, Member
Ed Porter, Member

Township Staff Present

Lisa Valaitis, Township Secretary
Pani Martin, Township Treasurer

Township Solicitor

Vince Pompo

1. CALL TO ORDER, SILENT MEDITATION AND PLEDGE OF ALLEGIANCE.

Chairman Joe Pomorski called the meeting to order at 6:34 pm. Steve Herzog seconded.

2. Discussion

A. APPROVAL OF MINUTES

- 1) August 25, 2015 Board of Supervisors meeting minutes.

MOTION: Joe Pomorski made a motion to approve the August 25, 2015 Board of Supervisors meeting minutes as presented. Steve Herzog seconded.

VOTE: 5-0

- 2) September 8, 2015 Board of Supervisors Budget meeting minutes.

MOTION: Joe Pomorski made a motion to approve the September 8, 2015 Board of Supervisors Budget meeting minutes as presented. Steve Herzog seconded.

VOTE: 3-0 (Charles Kilgore and Mark Toth abstained)

- 3) October 13, 2015 Board of Supervisors Budget meeting minutes.

MOTION: Joe Pomorski made a motion to approve the October 13, 2015 Board of Supervisors Budget meeting minutes as presented. Steve Herzog seconded.

VOTE: 3-0 (Joe Pomorski and Charles Kilgore abstained)

B. PUBLIC WORKS

- 1) The September 2015 Road Department monthly report was submitted for Board and resident review.
- 2) Louisville – Tag Gathercole reported that the Township will be getting the new freightliner soon. He spoke about posting the Louisville on Municipal Bid for sale because it could be sold for \$8,000-\$10,000. The new freightliner is replacing the Louisville.
- 3) Crack and Seal – Tag Gathercole reported the seal cracking is done. He said they used it in Providence Hill. He reported they also got lines painted but still need to paint lines on West Chester Road. He said the Road Crew has been patching potholes around the Township to get ready for winter. Tag Gathercole also commented that the tar and chip job on Mt. Carmel Road turned out pretty well.
- 4) Chester County Recycling Authority – Tag Gathercole reported they had a recycling committee meeting today. He let the Board know that there will probably be dues again. He said he thinks it is in the budget for \$1,500. Last Saturday, the Compost site took in 145 truckloads of brush and 85 % of it was from East Fallowfield residents. Ed Porter asked how they know where the truckloads are from. Mr. Gathercole explained that each driver shows their license and the Compost site worker records their name and address.

Ed Porter asked if any businesses use the site. Tag Gathercole said very few businesses have been using the Compost Site.

C. FIRE COMPANIES

- 1) September 2015 Westwood Fire Company Fire Chief's report was submitted for Board and resident review. Chief Joe Deckman gave a brief report. He reported Westwood had 29 calls for the month and four were in East Fallowfield Township. None of those were serious events. On a County level, we are working with the County to implement a new voice radio system scheduled to come out in mid-January. There is also a CAD system coming out later this year. New dispatch equipment is being installed in their station. Next Saturday November 7, 2015, they are having a Craft Fair and Soup Sale. He requested the Township advertise this. Lisa Valaitis reported this event is on the Township website as well as the Facebook page.

D. CITIZENS BY REQUEST

- 1) Siti Crook – Township Business – Siti Crook spoke about piles of rocks being put along the bank near the Brownfield on Goosetown Road. She said it is further east toward the Mortonville Bridge approaching Martingale Circle. Tag Gathercole said the state is doing this work. Siti Crook asked if there is an erosion problem in that location. Tag Gathercole said that is why the state is doing it. Siti Crook stated this area is a water source and asked if anyone is doing an environmental impact study. Mr. Gathercole said she would need to check with the state. Ms. Crook spoke about Section 1500 in the Second Class Township Code and possibly changing the course of the water versus just taking care of the parameters. The water keeps eroding the banks. Ms. Crook also said that if this area is owned by the state, then maybe the Township wouldn't have to absorb all the costs. Tag Gathercole said he could try to find out. Siti Crook asked if the state owns the water ways, could we get a connection to the state because the water is washing Mortonville Road away. Vince Pompo said he is not aware of how you could force the state to do anything. The state is doing what they need to do to protect their property. Vince Pompo said you would need DEP approval to change the bank.

E. SOLICITOR REPORT

- 1) Manchester Farms Update - Vince Pompo gave an update on Manchester Farms. The roads have been paved. Lyons and Hall did apply a little more material than was originally estimated and this will raise their cost a little bit. However, with this and the other work left, it is still estimated that there will be some contingency money left over. The engineer for Iron Oak, E.B. Walsh, has indicated that they are waiting for confirmation from DEP concerning the basin conversion that was performed. The legals for the roads are completed. We have asked Ronald Agulnick, Iron Oak's attorney, to prepare the Deeds of Dedication. There are some minor sidewalk and curbside work that Chris Della Penna has requested of Iron Oak. There is about one day of work on those repairs. Chris Della Penna has marked off some landscaping work that they are planning to have done in a week. There will be a one year guarantee on the landscaping. Steve Herzog asked when the roads need to be dedicated to be included in Liquid Fuels. Pani Martin stated September 1st. Vince Pompo stated that Liquid Fuels has gotten more flexible. The deeds could still be sent in to Liquid Fuels by November 1st. Vince Pompo said if the roads aren't included in Liquid Fuels, the snow plowing costs could come out of the contingency funds. Tag Gathercole said Chris Della Penna will inspect the road work.

F. PLANNING COMMISSION

- 1) Planning Commission Report –
 - a) Planning Commission Secretary - Dennis Crook stated the Planning Commission does not have a secretary. The Planning Commission doesn't have any of the members designated as a secretary. Dennis Crook asked the Board if the Township Secretary is also considered the Planning Commission Secretary. Vince Pompo said it is not unusual for a Township to have a staff member to do that administration work for the Planning Commission. He said this makes sense when there are

applications submitted that involve a time clock to keep track of. Dennis Crook said they could specify on a recording, any letter they need written. The recording would be given to the office staff and the written letter could then come back to the Commission for review and signature. Ed Porter asked if anyone on the commission would be interested in being secretary. Dennis Crook said he would ask the members. Ed Porter asked Mr. Crook who does the Planning Commission minutes. Dennis Crook said they record the meetings and turn the recording in to Lisa Valaitis to do the minutes. Both the Park & Recreation Committee and Historical Commission do their own meeting minutes. Pani Martin said the Planning Commission can run letter writing requests through the office.

- b) Planning Commission legal representation - Dennis Crook said at one point the Planning Commission was asking if they should have legal representation like the Zoning Hearing Board. He said it was recommended by the Zoning Hearing Board. Vince Pompo said it is fine for the Township Solicitor to represent both the Township and the Planning Commission with the Board's permission.
- c) Final copies of Comprehensive Plan - Dennis Crook requested hard copies of the Comprehensive Plan for each Planning Commission member. Ed Porter asked if final hard copy reports were included in the price. Mr. Crook will contact Ray Ott.

G. TREASURER'S REPORT

- 1) The September 30, 2015 Treasurer's report was submitted for Board and resident review.

MOTION: Steve Herzog made a motion to approve the September 30, 2015 Treasurer's report as presented. Ed Porter seconded.

The Board briefly discussed an escrow account.

VOTE: 5-0

- 2) September 2015 payment authorizations.

MOTION: Joe Pomorski made a motion to approve the September 2015 payment authorizations as presented. Steve Herzog seconded.

VOTE: 5-0

- 3) Other Township Business – Pani Martin.

- a. AmeriHealth Casualty – Pani Martin said the audit for 2014 is \$21,000. Next year's audit for this year will probably be around \$10,000-\$14,000 in addition to what we paid this year. Ms. Martin said she will be working with them to break out the 2016 costs better in the budget. The rate of worker's compensation for the Road Crew and Police Department is much higher than the cost for the administrative and EMS personnel. The 2016 estimated worker's compensation will be \$100,000. Ed Porter commented that they have never shopped around for worker's compensation. Mr. Porter asked if the Board was interested in looking at other companies to find a lower rate. The Board requested Pani Martin request rates from a few worker's compensation companies.
- b. PMHIC 2014 surplus check – Pani Martin reported that the last part of the PMHIC surplus check came in. It was for \$12,483. This was split between the Road Crew and Police Department medical and dental policies. She said we will not be seeing a surplus check next year for 2015.
- c. Mortonville Road – Multimodal Transportation Fund Grant – Pani Martin gave an overview of the Multimodal Transportation Fund Grant. She said there is limited time to apply for the grant because the application is due either December 13th or 15th. Ms. Martin said Rebecca Denlinger, whom they spoke to regarding writing the grant, feels the Township has a good chance of getting the grant due to county support. The next submission is some time in 2016. Pani Martin said that Ms. Denlinger felt if the

Township didn't get the grant this time, we would have a much higher chance of being awarded the grant at the next submission because they would be more familiar with Mortonville Road. Pani Martin reported that Ms. Denlinger recommends proceeding with the grant application for this round. If awarded the grant, the funds need to be expended within three years. The Township would be responsible for matching funds not less than 30% of the amount awarded. The Board would have to pay for the work up front and the grant would reimburse the Township. Rebecca Denlinger's cost to prepare the grant application would be \$3,000. Pani Martin asked the Board if they want to work on fixing Mortonville Road. Charles Kilgore said it isn't feasible right now. The Board agreed and will revisit this after the budget is finalized.

- d. New printer ASAP for the Road Crew – Pani Martin reported that Liquid Fuels accepted our fuel disbursement records. Right now the printer that works with the current program and prints out the Daily Feed Logs is not working. Ms. Martin said we need to purchase a new compatible printer. The cost would be approximately \$130-\$200. The Board approved purchase of a printer.
- e. Park Day costs – Pani Martin said Park Day brought in \$9,392. We spent \$5,282 which leaves us with a surplus of almost \$4,000. In regard to payroll, Ms. Martin worked 10 hours the day of the event and 3 additional hours outside of work hours. She reported that Katherine Archibald also worked on Park Day 10 hours outside of work hours. She asked the Board to grant comp. time for these hours. Ed Porter asked if the \$5,282 included payroll. Pani Martin stated that figure did not include payroll. Pani Martin stated the total payroll cost for office staff and Road Crew (not included herself) was \$1,875. Total cost for Park Day was around \$7,000. The Board of Supervisors granted the 13 hours of comp. time. Total cost of payroll including the comp. time is \$2,340. Pani Martin also requested reimbursing the Planning Commission \$250 in post card mailing costs. Ms. Martin estimated copier costs for Park Day to be \$200 and requested reimbursing the General Fund for those costs as well. The Board instructed Pani Martin to reimburse the General Fund for payroll, postcard mailing and photocopying costs from the Park Day donations so that Park Day costs were completely covered by donations.
- f. William "Coop" adopting Newlinville Road – Pani Martin stated William "Coop" Cooper, an East Fallowfield Township resident, adopted Newlinville Road. He will be keeping the road clean for the Township and will clean up the road at least twice a year based on safety guidelines. The state provides him with supplies. We need to provide sign posts and install the signs for the state. Tag Gathercole said the signs are already up. Mark Toth said Newlinville Road looks great. Ed Porter asked if we have the parameters for that program to post on the Township website for other residents that might be interested in the program. Pani Martin said she thinks she does have the parameters. There was a discussion about trash dumping that is going on in the Township.
- g. Server – Steve Herzog reported he had no news regarding the server. He talked briefly about the risk of upgrading the server. There was a discussion regarding record retention management and possibly being able to delete emails to free up space on the server. Steve Herzog said to do a server upgrade, the server and Township website would need to be down for a weekend. This will be discussed further at the next meeting.
- h. Security Cameras – The Board discussed moving the Police Department to the Township building to cut down on duplication of expenses.

H. POLICE DEPARTMENT

- 1) September Police report submitted for Board and resident review.

I. PARK AND RECREATION COMMITTEE

- 1) Park and Recreation Transfer of Responsibilities Report dated October 12, 2015 presented to Board of Supervisors for review.
- 2) Designate Board of Supervisor Liaison(s) to work with outgoing Park and Recreation members and staff on transition and financial issues – Pani Martin reported that Park and Recreation is requesting a Board

Liaison. They have several projects in the works including the vegetation management project and the bridge and trail project for \$250,000 that will need someone to manage. Ed Porter said \$250,000 is most of what is in the Park and Recreation Fund and it is a lot of money to lay out up front. Mark Toth volunteered to be the liaison.

- 3) Select date (November 3rd and/or November 17th) for the Board of Supervisors Liaison(s) to meet with Park and Recreation and staff to discuss transition and financial issues – Ed Porter commented that Park & Recreation is requesting Board members attend either of their November meetings. Ed Porter stated he is planning on attending the November 3rd meeting. Steve Herzog stated he can't attend on November 3rd,
- 4) Board of Supervisors attendance at the November 10th Green Region Breakfast to receive recognition of award of the PECO Grant – Mark Toth volunteered to attend.

J. HISTORICAL COMMISSION

- 1) October 7, 2015 Historical Commission meeting minutes presented for Board and resident review.
- 2) October 9, 2015 Historical Commission letter regarding 2960 Strasburg Road presented for Board and resident review.
- 3) October 14, 2015 Historical Commission letter regarding 19 Rokeby Road presented for Board and resident review.

K. NEW BUSINESS

- 1) Chester County SPCA Contract Renewal for 2016-2018.

MOTION: Joe Pomorski made a motion to approve the Chester County SPCA contract renewal for 2016-2018 Option 1. Charles Kilgore seconded.

Joe Pomorski asked what option was done last year. Lisa Valaitis stated option 1 was done last year.

VOTE: 5-0

L. PUBLIC PARTICIPATION

- 1) Joe Pomorski – Joe Pomorski thanked the Township office, Public Works Department, Police Department and Fire Companies for making Park Day a tremendous success.
- 2) Chief John Sly – Chief John Sly spoke about the budget needs of Westwood Fire Company. He addressed topics that were discussed at a previous Township Budget meeting including a possible fire tax and consideration of lowering contributions to Westwood and Modena Fire Companies. He said a fire tax would be a great way to move forward. He also asked the Board to reconsider the fire company contributions. Chief Sly addressed Mark Toth's previous request for Westwood's Audited Financial Statements and said he will forward them to the Board as soon as he gets them back. He said the audit cost a third of the Township's yearly contributions. Chief Sly commented on a change in the Pennsylvania State Worker's Compensation Act regarding fire fighters. There is now a state mandated cancer presumption act meaning for any firefighter that has cancer, it is assumed they got it on duty. This may bring Westwood's worker's compensation costs from \$60,000 up to \$172,000 a year. He also spoke about other local municipality's fire contribution increases as well as Westwood's future equipment needs. He commented they don't received the local service tax which is budgeted for \$20,000.

M. PARK DAY SPONSORS

The Board of Supervisor's requested the Park Day sponsors be listed in the meeting minutes. The Park Day sponsors are as follows:

- 1) Park Day Presenting Sponsor
 - a) Extra Mile Auto Services

- 2) Park Day Major Sponsors
 - a) Madsen Tree Service
 - b) Herbert MacCombie Jr. PE

- 3) Park Day Benefactor
 - a) Lamb McErlane PC
 - b) Hidden Valley Estates

- 4) Park Day Supporters
 - a) Belfor Restoration
 - b) Della Penna Engineering
 - c) Mingis, Gutowski & Co.
 - d) Mitchell Mechanical
 - e) Reardon Dental
 - f) U.S. Municipal

- 5) Friends of the Park
 - a) Benecon
 - b) CompNet
 - c) H.A. Thomson
 - d) First Niagara Bank
 - e) Longley Insurance
 - f) Rothwell Document Solutions
 - g) Coatesville Savings Bank
 - h) Advanced Geo Services
 - i) Smedley Orthodontics
 - j) Portnoff Law Associates

- 6) In Kind Donations
 - a) Auto Locator
 - b) Quadratech
 - c) Edelbrock
 - d) Turkey Hill
 - e) M&M Silkscreen
 - f) Zip & Bounce
 - g) Rallye Productions
 - h) Towerville Christian Church

3. ADJOURNMENT

MOTION: Joe Pomorski made a motion to adjourn the Board of Supervisors meeting at 7:42 pm. Steve Herzog seconded. VOTE: 5-0

Respectfully Submitted,

Lisa Valaitis,
Township Secretary